

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name TOWNSHIP OF PINE GROVE	County VAN BUREN
Audit Date 3/31/04	Opinion Date 7/8/04	Date Accountant Report Submitted to State: 9/23/04	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:


1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ Yes ☒ No 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ Yes ☒ No 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☒ Yes ☐ No 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ Yes ☒ No 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ Yes ☒ No 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ Yes ☒ No 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ Yes ☒ No 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ Yes ☒ No 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ Yes ☒ No 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.			✓
Reports on individual federal financial assistance programs (program audits).			✓
Single Audit Reports (ASLGU).			✓

Certified Public Accountant (Firm Name) Siegfried Crandall PC			
Street Address 246 East Kilgore Road		City Kalamazoo	State MI
Accountant Signature 		ZIP 49002-5599	Date 9/23/04

Township of Pine Grove
Van Buren County, Michigan
**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITORS' REPORT**
Year ended March 31, 2004

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INDEPENDENT AUDITORS' REPORT

**Board of Trustees
Township of Pine Grove, Michigan**

We have audited the accompanying general purpose financial statements of the Township of Pine Grove, Michigan, as of March 31, 2004, and for the year then ended, as listed in the contents. These general purpose financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Township of Pine Grove, Michigan, as of March 31, 2004, and the results of its operations for the year then ended in conformity with U.S. generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining and individual fund statements, as listed in the contents, are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Township of Pine Grove, Michigan. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Siegfried Crandall P.C.

July 8, 2004

GENERAL PURPOSE FINANCIAL STATEMENTS

Township of Pine Grove**COMBINED BALANCE SHEET - all fund types and account group**

March 31, 2004

		<i>Governmental fund types</i>	
		<i>General</i>	<i>Special revenue</i>
		<hr/>	<hr/>
ASSETS			
Cash		\$ 541,921	\$ -
Receivables:			
Taxes		7,600	24,543
Accounts		13,341	-
Due from other funds		132,977	56,363
Due from other governmental units		66,105	-
Fixed assets		<hr/> -	<hr/> -
TOTAL ASSETS		<hr/> \$ 761,944	<hr/> \$ 80,906
LIABILITIES AND FUND EQUITY			
LIABILITIES:			
Accounts payable		\$ 12,034	\$ -
Due to other funds		-	14,023
Due to other governmental units		14,006	66,883
Due to others		<hr/> -	<hr/> -
Total liabilities		<hr/> 26,040	<hr/> 80,906
FUND EQUITY:			
Investment in general fixed assets		-	-
Fund balance:			
Unreserved - undesignated		<hr/> 735,904	<hr/> -
Total fund equity		<hr/> 735,904	<hr/> -
TOTAL LIABILITIES AND FUND EQUITY		<hr/> \$ 761,944	<hr/> \$ 80,906

<i>Fiduciary fund types</i>	<i>Account group</i>	<i>Totals</i>
<i>Trust and agency</i>	<i>General fixed assets</i>	<i>(memorandum only)</i>
\$ 1,086,418	\$ -	\$ 1,628,339
-	-	32,143
-	-	13,341
-	-	189,340
-	-	66,105
-	764,039	764,039
<u>\$ 1,086,418</u>	<u>\$ 764,039</u>	<u>\$ 2,693,307</u>
\$ -	\$ -	12,034
175,317	-	189,340
910,555	-	991,444
546	-	546
<u>1,086,418</u>	<u>-</u>	<u>1,193,364</u>
-	764,039	764,039
-	-	735,904
<u>-</u>	<u>764,039</u>	<u>1,499,943</u>
<u>\$ 1,086,418</u>	<u>\$ 764,039</u>	<u>\$ 2,693,307</u>

See notes to financial statements

Township of Pine Grove**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - all governmental fund types***Year ended March 31, 2004*

	<i>General Fund</i>	<i>Special revenue funds</i>	<i>Totals (memorandum only)</i>
REVENUES:			
Taxes	\$ 68,433	\$ 205,724	\$ 274,157
Licenses and permits	39,213	-	39,213
State grants	226,974	-	226,974
Charges for services and sales	12,748	-	12,748
Interest and rentals	11,772	-	11,772
Other	2,707	-	2,707
Total revenues	<u>361,847</u>	<u>205,724</u>	<u>567,571</u>
EXPENDITURES:			
Legislative	7,900	-	7,900
General government	136,298	-	136,298
Public safety	42,279	88,165	130,444
Public works	41,183	190,792	231,975
Health and welfare	313	-	313
Community and economic development	2,323	-	2,323
Recreation and culture	3,063	-	3,063
Capital outlay	5,003	-	5,003
Total expenditures	<u>238,362</u>	<u>278,957</u>	<u>517,319</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>123,485</u>	<u>(73,233)</u>	<u>50,252</u>
OTHER FINANCING SOURCES (USES):			
Operating transfers in	-	27,829	27,829
Operating transfers out	(27,829)	-	(27,829)
Total other financing sources	<u>(27,829)</u>	<u>27,829</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	95,656	(45,404)	50,252
FUND BALANCE - BEGINNING OF YEAR	<u>640,248</u>	<u>45,404</u>	<u>685,652</u>
FUND BALANCE - END OF YEAR	<u>\$ 735,904</u>	<u>\$ -</u>	<u>\$ 735,904</u>

See notes to financial statements

Township of Pine Grove**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCES - BUDGET AND ACTUAL - *general and special revenue funds****Year ended March 31, 2004*

	<i>General</i>		
	<i>Budget</i>	<i>Actual</i>	<i>Variance favorable (unfavorable)</i>
REVENUES:			
Taxes	\$ 70,600	\$ 68,433	\$ (2,167)
Licenses and permits	31,300	39,213	7,913
State grants	200,000	226,974	26,974
Charges for services and sales	15,300	12,748	(2,552)
Interest and rentals	11,200	11,772	572
Other	1,160	2,707	1,547
Total revenues	<u>329,560</u>	<u>361,847</u>	<u>32,287</u>
EXPENDITURES:			
Legislative	8,000	7,900	100
General government	132,925	136,298	(3,373)
Public safety	37,000	42,279	(5,279)
Public works	72,920	41,183	31,737
Health and welfare	6,030	313	5,717
Community and economic development	10,770	2,323	8,447
Recreation and culture	2,600	3,063	(463)
Capital outlay	9,600	5,003	4,597
Total expenditures	<u>279,845</u>	<u>238,362</u>	<u>41,483</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>49,715</u>	<u>123,485</u>	<u>73,770</u>
OTHER FINANCING SOURCES (USES):			
Operating transfers in	-	-	-
Operating transfers out	<u>(40,596)</u>	<u>(27,829)</u>	<u>12,767</u>
Total other financing sources (uses)	<u>(40,596)</u>	<u>(27,829)</u>	<u>12,767</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	9,119	95,656	86,537
FUND BALANCE - BEGINNING OF YEAR	<u>640,248</u>	<u>640,248</u>	-
FUND BALANCE - END OF YEAR	<u>\$ 649,367</u>	<u>\$ 735,904</u>	<u>\$ 86,537</u>

<i>Special revenue</i>			<i>Totals (memorandum only)</i>		
<i>Budget</i>	<i>Actual</i>	<i>Variance favorable (unfavorable)</i>	<i>Budget</i>	<i>Actual</i>	<i>Variance favorable (unfavorable)</i>
\$ 203,165	\$ 205,724	\$ 2,559	\$ 273,765	\$ 274,157	\$ 392
-	-	-	31,300	39,213	7,913
-	-	-	200,000	226,974	26,974
-	-	-	15,300	12,748	(2,552)
-	-	-	11,200	11,772	572
-	-	-	1,160	2,707	1,547
<u>203,165</u>	<u>205,724</u>	<u>2,559</u>	<u>532,725</u>	<u>567,571</u>	<u>34,846</u>
-	-	-	8,000	7,900	100
-	-	-	132,925	136,298	(3,373)
88,165	88,165	-	125,165	130,444	(5,279)
201,000	190,792	10,208	273,920	231,975	41,945
-	-	-	6,030	313	5,717
-	-	-	10,770	2,323	8,447
-	-	-	2,600	3,063	(463)
-	-	-	9,600	5,003	4,597
<u>289,165</u>	<u>278,957</u>	<u>10,208</u>	<u>569,010</u>	<u>517,319</u>	<u>51,691</u>
<u>(86,000)</u>	<u>(73,233)</u>	<u>12,767</u>	<u>(36,285)</u>	<u>50,252</u>	<u>86,537</u>
40,596	27,829	(12,767)	40,596	27,829	(12,767)
-	-	-	(40,596)	(27,829)	12,767
<u>40,596</u>	<u>27,829</u>	<u>(12,767)</u>	<u>-</u>	<u>-</u>	<u>-</u>
(45,404)	(45,404)	-	(36,285)	50,252	86,537
<u>45,404</u>	<u>45,404</u>	<u>-</u>	<u>685,652</u>	<u>685,652</u>	<u>-</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 649,367</u>	<u>\$ 735,904</u>	<u>\$ 86,537</u>

See notes to financial statements

Township of Pine Grove
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting policies of the Township of Pine Grove, Michigan (the Township), conform to U.S. generally accepted accounting principles (hereinafter referred to as generally accepted accounting principles) as applicable to governments. The following is a summary of the more significant accounting policies:

a) Reporting entity:

In accordance with generally accepted accounting principles and Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, these financial statements present the Township, or primary government. The criteria established by the GASB for determining the reporting entity includes oversight responsibility, fiscal dependency, and whether the financial statements would be misleading if data were not included. The Township has determined that no other outside agency meets the above criteria and, therefore, no other agency has been included as a blended or discretely-presented component unit in the Township's financial statements.

b) Basis of presentation:

The accounts of the Township are organized on the basis of funds and an account group, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to, and accounted for in, individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The financial activities of the Township are recorded in the separate funds and the account groups, categorized, and described as follows:

i) Governmental funds:

General Fund - this fund is used to account for all financial transactions not accounted for in another fund, including the general operating expenditures of the local unit. Revenues are derived primarily from property taxes and state and federal distributions, grants, and other intergovernmental revenue.

Special revenue funds - these funds are used to account for specific governmental revenue (other than expendable trusts or major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

ii) Fiduciary fund:

Agency funds - these funds are used to account for assets held by the Township as an agent for individuals, private organizations, other governments, and/or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

iii) Account group:

General fixed assets account group - this account group presents the fixed assets of the Township utilized in its general operations (non-proprietary fixed assets).

Township of Pine Grove
NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

c) Basis of accounting:

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements.

All governmental and fiduciary fund types are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

d) Budgets and budgetary accounting:

The Township follows the procedures in establishing the budgetary data reflected in the financial statements in accordance with the Uniform Budgeting and Accounting Act (Act No. 621, Public Acts of 1978) as prescribed by the State of Michigan.

Budgets for the general and special revenue funds are adopted to the function level and are on a basis consistent with generally accepted accounting principles.

e) Fixed assets:

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in governmental funds. Public domain ("infra-structure") general fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems, are not capitalized along with other general fixed assets. No depreciation has been provided on general fixed assets.

All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.

This account group is not a fund. It is concerned only with the measurement of financial position and is not involved with measurement of results of operations.

f) Property tax revenue recognition:

Property tax revenue is recognized in the year for which taxes have been levied and become available. Property taxes are levied December 1 on property values assessed as of December 31 of the prior year. The billings are due February 14 (or 75 days after the levy date), at which time the bill becomes delinquent and penalties and interest may be assessed by the Township. The Township considers property taxes levied December 1 to be revenue of the current period.

Township of Pine Grove
NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

g) Totals (memorandum only):

The total column on the combined statements is captioned "memorandum only" to indicate it is prepared only to facilitate financial analysis. Data in this column does not present financial position, results of operation, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation as interfund eliminations have not been made.

NOTE 2 - CASH:

Cash as presented on the combined balance sheet is comprised of deposits, which are carried at cost and are maintained at a financial institution in the name of the Township. Michigan Compiled Laws, Section 129.91, authorizes the Township to deposit and invest in accounts of federally-insured banks, credit unions, and savings and loan associations. At March 31, 2004, the Township has deposits with a carrying amount of \$1,628,339 and a bank balance of \$1,628,548. Of the bank balance, \$100,000 is covered by federal depository insurance and \$1,528,548 is uninsured.

NOTE 3 - INVESTMENT IN GENERAL FIXED ASSETS:

A summary of fixed assets follows:

	<i>Balance April <u>1, 2003</u></i>	<i><u>Additions</u></i>	<i><u>Removals</u></i>	<i>Balance March <u>31, 2004</u></i>
Land	\$ 79,353	\$ -	\$ -	\$ 79,353
Buildings and improvements	478,542	-	-	478,542
Park equipment	10,662	-	-	10,662
Office equipment and furniture	54,760	4,471	-	59,231
Fire protection equipment	<u>136,269</u>	<u>-</u>	<u>-</u>	<u>136,269</u>
INVESTMENT IN GENERAL FIXED ASSETS	<u>\$759,586</u>	<u>\$4,471</u>	<u>\$ -</u>	<u>\$764,057</u>

Township of Pine Grove
NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 4 - INTERFUND RECEIVABLES AND PAYABLES:

The amounts of interfund receivables and payables are as follows:

<u>Fund</u>	<u>Interfund receivables</u>	<u>Fund</u>	<u>Interfund payables</u>
General	\$132,977	Trust and Agency	\$ 681
		Road	14,023
		Tax Collection	<u>118,273</u>
			<u>132,977</u>
Fire	<u>56,363</u>	Tax Collection	<u>56,363</u>
Total	<u>\$189,340</u>		<u>\$189,340</u>

NOTE 5 - DEFINED CONTRIBUTION PENSION PLAN:

The Township provides pension benefits for substantially all of its elected and appointed officials through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. State statutes assign the authority to establish and amend benefit provisions to the Township Board of Trustees. The entry date into the plan is immediate upon meeting eligibility. The Township contributes 17% of the participating employee's annual compensation to the plan. The Township's contributions are fully vested from the date of contribution. The Township is not responsible for investment management of plan assets.

The Township made the required contribution of \$8,485.

NOTE 6 - EXCESS OF EXPENDITURES OVER APPROPRIATIONS IN BUDGETARY FUNDS:

P.A. 621 of 1978, Section 18(1), as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated.

In the body of the financial statements, the Township's actual expenditures and budgeted expenditures for the budgetary funds have been shown on a functional basis. The approved budgets of the Township for the general and special revenue funds were adopted to the functional level.

During the year ended March 31, 2004, the Township incurred expenditures in certain budgetary funds, which were in excess of the amounts appropriated.

The following schedule sets forth significant budget variations.

<u>Fund</u>	<u>Function</u>	<u>Total appropriation</u>	<u>Total expenditures</u>	<u>Budget variance</u>
General	General government	\$132,925	\$136,298	\$3,373
	Public safety	37,000	42,279	5,279

Township of Pine Grove
NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 7 - CLAIMS ARISING FROM RISKS OF LOSS:

The Township is exposed to various risks of loss to general liability, property and casualty, and workers' compensation.

The risks of loss arising from general liability up to \$3,000,000, building contents, workers' compensation, and casualty are managed through purchased commercial insurance.

NOTE 8 - JOINT VENTURE:

Fire Control Board of Gobles/Pine Grove (the Board) is a joint venture of the City of Gobles (the City) and the Township. The governing board is comprised of two members each from the Township and from the City and one independent member who maintains the accounting records in accordance with Uniform Budgeting and Accounting Act (Act No. 621, P. A. of 1978) as prescribed by the State of Michigan. The Township has no equity interest in the Board. Revenue is derived from taxes levied by the Township and by the City along with contracts with other local governmental units.

In accordance with the joint venture agreement, the Township expended \$88,165 to the Board during the fiscal year ending March 31, 2004. Separate financial statements of the joint venture may be obtained from the Board.

NOTE 9 - CONSTRUCTION CODE ACT:

A summary of construction code enforcement transactions for the year ended March 31, 2004, is as follows:

Permit revenues	\$ 37,946
Inspection expenses	<u>(42,279)</u>
Excess of revenues over expenses	<u>\$ 4,333</u>

SUPPLEMENTARY INFORMATION

Township of Pine Grove**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL -General Fund**

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
REVENUES:			
Taxes	<u>\$ 70,600</u>	<u>\$ 68,433</u>	<u>\$ (2,167)</u>
Licenses and permits:			
Inspection permits	30,000	37,946	7,946
Planning/zoning permits	<u>1,300</u>	<u>1,267</u>	<u>(33)</u>
Total licenses and permits	<u>31,300</u>	<u>39,213</u>	<u>7,913</u>
State grants	<u>200,000</u>	<u>226,974</u>	<u>26,974</u>
Charges for services and sales:			
Cemetery	1,100	1,100	-
Transfer station fees	13,700	11,648	(2,052)
Driveway tubes	<u>500</u>	<u>-</u>	<u>(500)</u>
Total charges for services and sales	<u>15,300</u>	<u>12,748</u>	<u>(2,552)</u>
Interest and rentals	<u>11,200</u>	<u>11,772</u>	<u>572</u>
Other - miscellaneous	<u>1,160</u>	<u>2,707</u>	<u>1,547</u>
Total revenues	<u>329,560</u>	<u>361,847</u>	<u>32,287</u>
EXPENDITURES:			
Legislative:			
Township Board - wages and fees	<u>8,000</u>	<u>7,900</u>	<u>100</u>
General government:			
General services:			
Payroll taxes	1,200	643	557
Office supplies	4,700	4,638	62
Accounting/audit	10,000	6,902	3,098
Aerial photography	1,000	1,000	-
Legal	6,000	4,456	1,544
Printing and publishing	2,500	2,408	92
Township board expense	350	348	2
Mileage	2,500	804	1,696
Computer services	-	-	-

Township of Pine Grove**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL -General Fund (Continued)**

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES (Continued):			
General government (continued):			
General services (continued):			
Dues and fees	\$ -	\$ 3,463	\$ (3,463)
Insurance	4,600	12,491	(7,891)
Pension	-	8,485	(8,485)
Miscellaneous	<u>1,300</u>	<u>123</u>	<u>1,177</u>
Total general services	<u>34,150</u>	<u>45,761</u>	<u>(11,611)</u>
Supervisor:			
Salary	12,000	12,000	-
Payroll taxes	1,100	918	182
Office supplies	<u>50</u>	<u>43</u>	<u>7</u>
Total supervisor	<u>13,150</u>	<u>12,961</u>	<u>189</u>
Elections:			
Salaries	1,400	-	1,400
Contracted services	25	15	10
Printing and publishing	<u>600</u>	<u>-</u>	<u>600</u>
Total elections	<u>2,025</u>	<u>15</u>	<u>2,010</u>
Assessor:			
Office supplies	1,600	-	1,600
Contract services	15,600	14,699	901
Computer services	600	298	302
Printing and publishing	<u>550</u>	<u>542</u>	<u>8</u>
Total assessor	<u>18,350</u>	<u>15,540</u>	<u>2,810</u>

Township of Pine Grove**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - General Fund (Continued)**

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES (Continued):			
General government (continued):			
Clerk:			
Salary	\$ 12,000	\$ 12,000	\$ -
Deputy Clerk salary	1,000	243	758
Payroll taxes	1,100	918	182
Supplies	-	-	-
Computer services	500	273	227
Total clerk	<u>14,600</u>	<u>13,434</u>	<u>1,167</u>
Board of review:			
Salaries	700	370	330
Payroll taxes	50	-	50
Total board of review	<u>750</u>	<u>370</u>	<u>380</u>
Treasurer:			
Salaries	16,500	12,000	4,500
Deputy Treasurer salary	1,000	3,776	(2,776)
Payroll taxes	1,300	1,207	93
Miscellaneous	2,200	495	1,705
Total treasurer	<u>21,000</u>	<u>17,478</u>	<u>3,522</u>
Township hall and grounds:			
Salaries	600	343	257
Payroll taxes	50	26	24
Supplies	1,500	1,453	47
Contract services	7,500	9,666	(2,166)
Mileage	-	2,657	(2,657)
Telephone	-	3,339	(3,339)
Utilities	4,000	3,380	620
Printing and publishing	-	-	-
Repairs and maintenance	4,100	1,982	2,118
Miscellaneous	1,000	100	900
Total township hall and grounds	<u>18,750</u>	<u>22,946</u>	<u>(4,196)</u>

Township of Pine Grove**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - General Fund (Continued)**

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES (Continued):			
General government (continued):			
Cemetery:			
Contract service	\$ 7,500	\$ 7,500	\$ -
Cemetery supplies	2,500	148	2,352
Miscellaneous	<u>150</u>	<u>145</u>	<u>5</u>
Total cemetery	<u>10,150</u>	<u>7,793</u>	<u>2,357</u>
Total general government	<u>132,925</u>	<u>136,297</u>	<u>(3,372)</u>
Public safety - building inspections	<u>37,000</u>	<u>42,279</u>	<u>(5,279)</u>
Public works:			
Transfer station:			
Salaries	7,000	6,450	550
Payroll taxes	550	493	57
Printing and publishing	120	113	7
Telephone	450	274	176
Contractual	50,000	24,578	25,422
Utilities	3,000	107	2,893
Maintenance	6,200	6,150	50
Miscellaneous	<u>500</u>	<u>-</u>	<u>500</u>
Total transfer station	67,820	38,166	29,154
Street lights	2,500	2,275	225
Drains	2,000	188	1,812
Public transit	<u>600</u>	<u>555</u>	<u>45</u>
Total public works	<u>72,920</u>	<u>41,183</u>	<u>31,237</u>
Health and welfare - ambulance operating	<u>6,030</u>	<u>313</u>	<u>5,717</u>

Township of Pine Grove
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL -General Fund (Continued)
Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES (Continued):			
Community and economic development:			
Planning commission salaries	\$ 2,500	\$ 1,800	\$ 700
Zoning contract services	7,000	-	7,000
Zoning board of appeals	1,000	356	644
Payroll taxes	270	167	103
Planning land management	-	-	-
	<u>10,770</u>	<u>2,323</u>	<u>8,447</u>
Recreation and culture:			
Park services	2,500	3,063	(563)
Library	100	-	100
	<u>2,600</u>	<u>3,063</u>	<u>(463)</u>
Capital outlay			
Telephone system	-	4,471	4,471
Ambulance	5,600	532	5,068
Cemetery	2,000	-	2,000
Parks	2,000	-	2,000
	<u>9,600</u>	<u>5,003</u>	<u>9,068</u>
Total expenditures	<u>279,845</u>	<u>238,362</u>	<u>36,386</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>49,715</u>	<u>123,485</u>	<u>73,770</u>
Operating transfers out	<u>(40,596)</u>	<u>(27,829)</u>	<u>-</u>
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	9,119	95,656	86,537
FUND BALANCE - BEGINNING OF YEAR	<u>640,248</u>	<u>640,248</u>	<u>-</u>
FUND BALANCE - END OF YEAR	<u>\$ 649,367</u>	<u>\$ 735,904</u>	<u>\$ 86,537</u>

Township of Pine Grove
COMBINING BALANCE SHEET - special revenue funds
March 31, 2004

	<i>Fire Fund</i>	<i>Road Fund</i>	<i>Totals</i>
ASSETS			
Taxes receivable	\$ 10,520	\$ 14,023	\$ 24,543
Due from other funds	<u>56,363</u>	<u>-</u>	<u>56,363</u>
TOTAL ASSETS	<u>\$ 66,883</u>	<u>\$ 14,023</u>	<u>\$ 80,906</u>
LIABILITIES & FUND EQUITY			
LIABILITIES:			
Due to other funds	\$ 66,883	\$ 14,023	\$ 80,906
FUND EQUITY:			
Fund balance:			
Unreserved - undesignated	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 66,883</u>	<u>\$ 14,023</u>	<u>\$ 80,906</u>

Township of Pine Grove

**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - *special revenue funds***

Year ended March 31, 2004

	<i>Fire Fund</i>	<i>Road Fund</i>	<i>Totals</i>
REVENUES:			
Taxes	<u>\$ 88,165</u>	<u>\$ 117,559</u>	<u>\$ 205,724</u>
EXPENDITURES:			
Public safety	88,165	-	88,165
Public works	-	190,792	190,792
Health and welfare	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>88,165</u>	<u>190,792</u>	<u>278,957</u>
EXCESS OF REVENUES OVER EXPENDITURES	-	(73,233)	(73,233)
OTHER FINANCING SOURCES (USES):			
Operating transfers in	<u>27,829</u>	<u>27,829</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	<u>-</u>	<u>(45,404)</u>	<u>(45,404)</u>
FUND BALANCE - BEGINNING OF YEAR	<u>-</u>	<u>45,404</u>	<u>45,404</u>
FUND BALANCE - END OF YEAR	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Township of Pine Grove

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN

FUND BALANCE - BUDGET AND ACTUAL -*Fire Fund*

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
REVENUES:			
Property tax	<u>\$ 88,165</u>	<u>\$ 88,165</u>	<u>\$ -</u>
EXPENDITURES:			
Public safety	<u>88,165</u>	<u>88,165</u>	<u>-</u>
EXCESS OF REVENUES OVER EXPENDITURES	-	-	-
FUND BALANCE - BEGINNING OF YEAR	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCE - END OF YEAR	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

Township of Pine Grove

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN

FUND BALANCE - BUDGET AND ACTUAL -*Road Fund*

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
REVENUES:			
Property tax	<u>\$ 115,000</u>	<u>\$ 117,559</u>	<u>\$ 2,559</u>
EXPENDITURES:			
Public works	<u>201,000</u>	<u>190,792</u>	<u>10,208</u>
DEFICIENCY OF REVENUES OVER EXPENDITURES	(86,000)	(73,233)	12,767
OTHER FINANCING SOURCES:			
Operating Transfers In	<u>40,596</u>	<u>27,829</u>	<u>(12,767)</u>
DEFICIENCY OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	(45,404)	(45,404)	-
FUND BALANCE - BEGINNING OF YEAR	<u>-</u>	<u>45,404</u>	<u>(45,404)</u>
FUND BALANCE - END OF YEAR	<u>\$ (45,404)</u>	<u>\$ -</u>	<u>\$ 45,404</u>

Township of Pine Grove
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES -agency funds
Year ended March 31, 2004

	<i>Balance April 1, 2003</i>	<i>Additions</i>	<i>Deductions</i>	<i>Balance March 31, 2004</i>
CURRENT TAX COLLECTION FUND				
ASSETS				
Cash	\$ -	\$ 1,763,440	\$ 696,238	\$ 1,067,202
Due from other funds	2,084	-	2,084	-
Due from other governmental units	8,809	-	8,809	-
TOTAL ASSETS	\$ 10,893	\$ 1,763,440	\$ 707,131	\$ 1,067,202
LIABILITIES				
Due to other funds	\$ -	\$ 241,678	\$ 67,042	\$ 174,636
Due to other governmental units	10,893	1,495,020	613,347	892,566
Due to others	-	26,742	26,742	-
TOTAL LIABILITIES	\$ 10,893	\$ 1,763,440	\$ 707,131	\$ 1,067,202
TRUST AND AGENCY FUND				
ASSETS				
Cash	\$ 22,026	\$ 95	\$ 2,905	\$ 19,216
LIABILITIES				
Due to other funds	\$ 681	-	-	\$ 681
Due to other governmental units	20,799	95	2,905	17,989
Due to others	546	-	-	546
TOTAL LIABILITIES	\$ 22,026	\$ 95	\$ 2,905	\$ 19,216
TOTAL - ALL AGENCY FUNDS				
ASSETS				
Cash	\$ 22,026	\$ 1,763,535	\$ 699,143	\$ 1,086,418
Due from other funds	2,084	-	2,084	-
Due from other governmental units	8,809	-	8,809	-
TOTAL ASSETS	\$ 32,919	\$ 1,763,535	\$ 710,036	\$ 1,108,203
LIABILITIES				
Due to other funds	\$ 681	\$ 241,678	\$ 67,042	\$ 175,317
Due to other governmental units	31,692	1,495,115	616,252	910,555
Due to others	546	26,742	26,742	546
TOTAL LIABILITIES	\$ 32,919	\$ 1,763,535	\$ 710,036	\$ 1,108,203